



**NAVSUP HQ MECHANICSBURG PA
HUMAN RESOURCE SERVICE CENTER - NORTHEAST
* V A C A N C Y A N N O U N C E M E N T ***

POSITION: PROCUREMENT ANALYST, GS-1102-12 This is a Career Ladder position with Target Grade of GS-13	ANNOUNCEMENT: MEC-01-0213
LOCATION: Contracting Field Support Division, NAVSUP HQ, Mechanicsburg, PA 02X	OPENING DATE: 24 OCTOBER 2001
SALARY:	CLOSING DATE: 07 NOVEMBER 2001
AREA OF CONSIDERATION: Navy Wide	
WHO MAY APPLY: Career or career-conditional employees <u>within the area of consideration</u> who meet all requirements for this position as of the announcement's closing date.	

INQUIRIES: Katherine Gabriele, HRSC-NE, (215) 408-5202 or DSN 243-5202

TYPE OF APPOINTMENT: Full time, Permanent

DUTIES OF THE POSITION: This position is a Procurement Analyst working for the Policy Division, Field Support Division, or Special Projects Division, Contracting Management Directorate, Naval Supply Systems Command. The Contracting Management Directorate is responsible for the efficient and effective operation of the Navy Field Contracting System (NFCS) which includes over 668 shore activities procuring over \$4.8 billion annually. The Directorate provides policy guidance as promulgated by the Congress, DOD, SECNAV, OPNAV, and other regulatory offices; develops and issues policy and procedures on NFCS unique requirements; keeps the NFCS abreast of legal and regulatory changes which affect Navy procurement; exercises review and approval authority on specific categories and dollar values of acquisitions before award; inspects NFCS activities periodically to ensure field procurement is being performed in a cost effective manner; collects and reports contracting statistics to higher authority; addresses Congressional inquiries and contractor protests concerning NFCS acquisition; and budgets for contracting resources at NAVSUPSYSCOM field activities (including the Navy Inventory Control Point, two Naval Regional Contracting Centers, and six Fleet Industrial Supply Centers).

Analyzes contracting documents that require Head of Contracting Activity (HCA) approval. Recommends approval or other course of action. Reviews, and analyzes pre-negotiation contract business clearances and post-negotiation clearances, contractor formal protests, Organization Conflict of Interest (OCI) decisions, and unsolicited proposals. Recommends approval, conditional approval, or other course of action.

Analyzes NFCS activities to improve efficiency and effectiveness of contracting operations of these activities. Reviews proposed NFCS contracting actions for standardization, interoperability, manufacturing productivity, and competitive exploration of alternative system design concepts.

Provides expert technical advice and guidance to NFCS activities by interpretation of the Federal Regulations, Defense Federal Acquisition Regulations Supplement, Naval Acquisition Procedures Supplement, and other applicable regulatory guidance. Recommends policy change to these regulations when regulatory inadequacies are discovered.

Individually conducts operational and compliance reviews and analyses of NFCS activities possessing unlimited contracting authority. Serve as the Directorate focal point for all Procurement Management Reviews. Responsible for reviewing acquisitions in order to determine compliance with contracting regulations and directives, determine contract management effectiveness, optimum organizational and staffing structures to enable the activity to effectively and productively perform present and projected mission contracting functions. Such studies and reviews are conducted either as part of normally scheduled reviews or in response to specific requests. Analyses contracting statistics, reports, trends, workload, current organization, etc., implementing actions based upon results.

Conducts independently, and occasionally as a team member, statistical studies, surveys and /or analyses and evaluates trends. Conducts reviews and/or surveys designed to detect areas susceptible to fraudulent, abusive, or wasteful practices and makes recommendations resulting in the elimination or reduction of the potential practices. Attends meetings, conferences, seminars, etc., conducted by the Command, DON, and DOD to obtain information on interest to the NFCS and to keep abreast of the "state of art" in government procurement management activities.

QUALIFICATION REQUIREMENTS: Applicants must meet the following qualification requirements and all regulatory requirements of the Office of Personnel Management (OPM) Qualifications Standards Operating Manual; one year of specialized experience equivalent to the next lower grade for which applying. **Specialized experience** is experience that has equipped the applicant with the knowledge, skills and abilities to successfully perform the duties of the position described above.

TIME IN GRADE: Applicants applying for the GS-12 position must have served 52 weeks as a GS-11 or higher in the Federal Civilian Service. Applicants applying for the GS-13 position must have served 52 weeks as a GS-12 or higher in the Federal Civilian Service.

LENGTH OF SERVICE: Applications will not be accepted from employees until three months have elapsed since their last non-temporary competitive appointment.

SPECIAL REQUIREMENTS: This is a noncritical sensitive position. Incumbent must be able to obtain/maintain a secret security clearance.

This is a DON Critical Acquisition Position in the Contracting career field. If not already certified, the incumbent will be required to receive Level II certification in the Contracting career field within 18 months of selection. In addition, eligibility for this position will be based upon a clear showing that the applicant has had experience of the scope and quality sufficient to effectively carry out the assignments of the position. The best qualified candidates will be distinguished from other applicants using the factors listed below as specified in Public Law 101-510, Title XII, Section 1724 and DOD regulation 5000.52M. **Prior to appointment the employee must meet the acquisition education requirement stated below or obtain a waiver.**

In addition there are statutory education requirements that must be met. You should specifically address these requirements in the BODY of your resume in addition to outlining your experience in positions you have held.

DAWIA REQUIREMENTS:

Certification to Level II of the Contracting Career Field. If not certified to Level II, describe the extent to which the following is met:

For current DoN employees who hold or have held a GS-1102 position within DoD prior to September 30, 2000, they are:

Education – A person MAY NOT be employed in the GS-1102 occupational series UNLESS the person MEETS ONE of the following mandatory education requirements OR a waiver is obtained:

- 1) A baccalaureate degree from an accredited education institution; OR
- 2) At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management. OR
- 3) At least 10 years experience (as of 1 October 1991) in Federal government or in comparable private sector positions directly related to the field of contracting.

(Desired) Graduate studies in business administration or procurement.

For all others, the following requirements must be met:

- 1) A baccalaureate degree from an accredited education institution; AND
- 2) At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management.

Experience – Two years contracting experience.

(Desired) An additional two years of contracting experience.

Training – Completion of Level II mandatory courses in the Contracting Career Field as specified in DoD 5000.52M and/or completion of an approved equivalent course or an approved training “fulfillment” for these courses (List each course completed included the course number, title and date of completion, e.g. CON 202 Intermediate Contracting – completion date 6 May 1994.)

EVALUATION METHOD: Resumes will be rated by an automated system (Resumix) that matches the skills extracted from the candidate's resume to the skills identified by the Selecting Official for the position. In addition, basic qualification requirements (i.e., time in grade, education, area of consideration, specialized experience, etc.) must be met to determine the qualified candidates referred to the Selecting Official. Your experience, training and education will be evaluated accordingly based upon the specific requirements of the position to be filled and identified under this announcement.

Candidates whose current or previous permanent position is at the same grade level, or a higher grade level than, the announced position (or its target), and who meet the qualification requirements will be referred to the Selecting Official as Non-competitive candidates.

HOW TO APPLY: You must submit a TYPED RESUME and the HRSC Northeast Additional Data Sheet. To prepare your resume, follow the guidelines provided in the Job Application Information for Civilian Positions (Job Kit). To obtain the Job Kit, you may access our website at www.donhr.navy.mil or contact your local personnel office. **Faxed resumes will not be accepted.** Failure to submit all information, any required forms and the Additional Data Sheet may result in loss of consideration for this vacancy and could prevent your resume from being placed in our database for future vacancies. Resumes will expire one (1) year from the date of receipt in the HRSC-NE office. Resumes and Application Express Requests (Self-Nomination) must be received no later than the closing date of this announcement.

TO USE THE NAVY ONLINE RESUME BUILDER (preferred method): Access our website at www.donhr.navy.mil click on "TAKE ME TO THE RESUME BUILDER" button located at the bottom of this announcement. Using this method will ensure that your resume is submitted in the proper format.

TO REUSE YOUR CURRENT RESUME: Be sure that you have a (Resumix) resume on file with the HRSC-NE. Access our website at www.donhr.navy.mil Click on "APPLICATION EXPRESS" button located at the bottom of this announcement; **OR** obtain an Application Express form from your local personnel office or the HRSC-NE.

TO E-MAIL RESUME: Email to wantajob@ne.hroc.navy.mil . **Do not send the resume as an attachment in your e-mail.** Follow these instructions: (1) Prepare your resume and save as a ".txt" file then cut and paste your resume into the body of the e-mail message. (2) Answer the questions provided on the Additional Data Sheet and include them as the last page of your resume (this will not count toward the 5-page limit). Be sure to identify the announcement number(s) on the first line of your resume (3) Type "RESUME- (your first and last name)" in the subject line of your e-mail. **Only upon request**, send any required supporting documentation to the HRSC-NE.

TO MAIL RESUME & ADDITIONAL DATA SHEET: Mail to: HRSC-NE, Customer Focus Division, **Attn: RESUMIX**, 111 South Independence Mall East, Philadelphia, PA 19106-2598. **Only upon request**, send any required supporting documentation to the HRSC-NE.

NOTE: Resumes and all supporting documentation become the property of the Department of the Navy and will not be returned or copied. All extraneous documents **not specifically requested** will not be used. The filing of job applications is considered to be a personal matter by OPM, not official government business. Use of postage paid official envelopes is a violation of OPM and postal regulations.

Supervisors are responsible for printing and routing/distributing all messages posted to the HR MECH INFO Bulletin Board to all of their employees who do not have access to electronic mail in their workplace. In addition, personnel responsible for posting items to official bulletin boards are responsible for printing a copy of this JOA and posting this JOA to the Bulletin Board as soon as possible in accordance with Article 32, Section 5 of the Negotiated Agreement with AFGE.

NON-MERIT FACTORS: Consideration will be given to all candidates without regard to race, color, creed, sex, sexual orientation, age, national origin, religion, marital status, political affiliation, physical disability, or membership or non-membership in employee organizations and shall not be based on any criteria not job related, including favoritism or personal relationship.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at 215-408-5251 (DSN 243-5251) to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

The Department of the Navy is an Equal Employment Opportunity Employer